

# Rental Agreement

I agree to the following policies & guidelines – Please initial after each statement:

**To secure your event date** please submit a completed **rental form (on-line)**, **rental agreement** and **deposit** (if requested).  
Initial here: \_\_\_\_\_

**Payment:** Due before or upon event date. Initial here: \_\_\_\_\_

**Cancellation Policy & Fee:** In case of cancellation, please call 415-348-8042. A cancellation fee will apply to events terminated within 48 hours of contracted date equal to half of total cost. Initial here: \_\_\_\_\_

**Coordination with Staff:** It is recommended that you **visit** the space at least one week prior to your scheduled event to go over any special set-up needs, equipment usage, security protocol, clean up procedures and any additional items. Initial here: \_\_\_\_\_

**Maintentance / Janitorial:** Please discard of your recyclables, compostables, and garbage (non-recyclable and non-compostable) in the appropriate recycling, composting and garbage bins. For events with food service – please check-in with Bayanihan Staff, to show you how and where to empty the bins. Events requiring extra janitorial service must arrange this with Bayanihan Staff. Initial here: \_\_\_\_\_

**Set-up & Break-down:** Please allow at least 30 minutes for set-up and at least 30 minutes for break down. Rooms and the Kitchen must be left in the condition found. Please do not leave any belongings after your event, unless arranged with Bayanihan Staff. Initial here: \_\_\_\_\_

**Kitchen:** If using the kitchen, make sure that all counter tops are cleaned, floors swept as needed, and all supplies (pans, bowls, utensils, etc...) are **cleaned, dried and returned to appropriate place**. Initial here: \_\_\_\_\_

**Music &/or loud noise** should NOT go beyond 10:pm. Initial here: \_\_\_\_\_

Currently **the Bayanihan is staffed Monday-Thursday 9am – 5pm**. If your event takes place outside of these hours, an additional fee will be added per hour outside of 9am to 5pm. Please refer to the Rental Fees guide. Initial here: \_\_\_\_\_

**Insurance:** Insurance is required for ALL events. Please show proof of \$1,000,000 liability insurance with the **Bayanihan Community Center** as additionally insured or if needed insurance is available through the Bayanihan Community Center, please inquire. Initial here: \_\_\_\_\_

**Alcohol Policy:** Renters must get prior **authorization** from Bayanihan Staff to serve alcohol. Please note on Rental Form whether your event is serving alcohol, **proof of insurance noting use of alcohol** in event is required. The Bayanihan Center **reserves the right** to deny use of alcohol at an event, either private or public. Alcohol may **NOT be served at youth events** 21 and under. Initial here: \_\_\_\_\_

**Code of Conduct** The following activities are **NOT allowed** in the Bayanihan Community Center: Initial here: \_\_\_\_\_

**Physically or verbally threatening, fighting or harassing any person; Engaging in sexual behavior.**

**Defacing, damaging, stealing or destroying property; Possession, use or sale of illegal drugs, weapons or contraband.**

**Shaving, bathing or sleeping in public restrooms or in any other part of the Center.**

**Disrupting Center programs and/or activities; Smoking inside of building.**

**Posting our distributing flyers without prior consent from Bayanihan Staff.**

**Events promoting individual political figures or candidates.**

Please make sure to Check-in and Check-out with a Bayanihan Staff on the day of your event. Thanks!

Initial here: \_\_\_\_\_

I have read and understand the above. I agree to abide by the Policies & Guidelines set fourth by the Bayanihan Community Center.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_